1953 K **File No.** P.R.T. 53 Pt I

Legal Dept

C BRANCH

Subject:— Correspondence regarding the post Recruitment Training of Secretarial Assistants.

P.7 E

File No. P.R.T. 153 Pt-I

Gen. 194 e.

166-c

Legal Department.

Submitted.

We have received an intimation from the Political and Services Department that we will be required to appear for the Departmental Examination, classes for which are being conducted at present.

Out of the total number of subjects prescribed for the examination the subjects mentioned in the margin are in no way connected with the work done in the legal Department.

1) Bombay Civil Service Rules Volume I(Rules).	
2) Budget Manual.	
3) Maxwell system of filing.	

It is therefore submitted that P & S.D. may be requested to exempt us from the said subjects. The candidates, who appeared from this Department for the Departmental Examination last time were exempted from the aforesaid subjects. (vide P.& S.D. Memo. No.4124/34-D dated the 18th March 1950).

Sd/- R.G.Ajgaonkar,
24.11

Sd/- M.T.Deshpande,
24.11

S.S.(B) Sd/-
24/11.

Sd/-
24/11.

S.A.S. As on the previous occasion, the P.& S.D. may be requested to exempt Assistants from this Dept. from appearing in the above mentioned subjects.

Sd/- / 25.11

Secy. Sd/- P.M.Lad,
25/11.

u.r. to P.& S.D. No. 19721/B, dated the 25th Nov.19

4-Cs.
M.V.V.
26/7.

No. 4124/34-D,
Political and Services Department,
Bombay Castle, 20th January 1953.

Subject:- Scheme for post-recruitment training of the Secretariat Assistants.

MEMORANDUM.:

The undersigned presents compliments to the Secretary to Government, Legal Department, and in returning herewith the Legal Department's u.o.r. No. 19721/B, dated the 25/11/1952, on the above subject, is directed to state that it has been decided to exempt the Assistants from the Legal Department who are at present undergoing the post-recruitment training for the Secretariat Assistants from the Departmental Examination so far as the papers relating to the "Bombay Civil Services Rules" and "Budget Manual" are concerned. It is however regretted that those candidates cannot be exempted from papers or oral test relating to the "Maxwell System of Filing."

It is requested that the candidates concerned may be informed accordingly.

By order and in the name of the Governor of Bombay,

Sd/-

Assistant Secretary to the Government of Bombay,
Political and Services Department.

Copy with a copy of the Legal Department's u.o.r. mentioned above forwarded with compliments for information and guidance to Shri L.R.D.Coelho, Registrar of Marriages, Bombay.

4-Cs.
M.V.V.
26/7.

Post-recruitment examination of Assistants in the Departmens of the Secretariat.

GOVERNMENT OF BOMBAY,
Political and Services Department,
Circular No.4124/34,
Bombay Castle, 4th May, 1953.

CIRCULAR OF GOVERNMENT.

In amplification of rule (iii) of the rules embodied in paragraph 2 of Government Circular, Political and Services Department No. 4124/34, dated the 6th July, 1948, Government is pleased to direct, if a person does not appear for the first post-recruitment examination at which he is ordinarily due to appear for personal reasons or without good cause, he should be deemed to have failed at the said examination. Government may, however, in its discretion, grant permission not to appear at the first examination to persons in whose case it is satisfied that they are forced to apply for exemption in circumstances beyond their control. Applications for such exemption shaould be submitted through the Department concerned to the Political and Services Department which will obtain Government orders in the matter.

2. These orders should take effect from the date of issue and should not apply to cases which were decided in the past.

By order and in the name of the Governor of Bombay,

Sd/-

Chief Secretary to the Government of Bombay,
Political and Services Department.

To

All Departments of the Secretariat,
(except the Separate and Civil Supplies Departments.)

4-Cs.
H.V.V.
26/7.

Post Recruitment Training of the Secretariat Assistant.

Departmental Examination for Secretariat Assistants.

GOVERNMENT OF BOMBAY.
Political and Services Department,
Circular Memorandum No.4124/34,
Bombay Castle, 4th May 1953.

CIRCULAR MEMORANDUM.

An examination for the Assistants from the various Departments of the Secretariat and allied offices who attended the course of training which was completed in February 1953 will be held during the second week of June. The written examination will consist of 4 papers on the following subjects:-

1. General Subjects :-

   (Secretariat Instructions, Rules of Business, Conduct, Discipline and Appeal Rules, Constitution of India and the Bombay Civil Services Classification and Recruitment Rules).

2. Accounts:-

   (Bombay Civil Services Rules, Budget Manual and Contingent Manual).

3. Maxwell System and Reviews of Administration.

4. Noting and Drafting including Precis Writing.

In addition there will be an oral test.

Each of the written papers will carry 100 marks and the oral test will carry 50 marks. The candidates will have to obtain 40% marks in each paper (including the oral test) for passing.

The written examination will be held on two days and each paper will be for 3 hours - from 10.30 a.m. to 1.30 p.m., and 2.30 p.m. to 5.30 p.m.

All Departments of the Secretariat, the Secretary, Bombay Public Service Commission and the Secretary, Bombay Legislature Department are requested to communicate the foregoing details to their respective Assistants who will appear for the examination. The exact dates and place for examination are yet to be fixed and will be communicated in due course. In the meantime the Departments of the Secretariat, Secretary, Bombay Public Service Commission and Secretary, Bombay Legislature Department are requested to report to this Department immediately, the names of their respective candidates who will appear for the examination.

By order and in the name of the Governor of Bombay,

Sd/-

Deputy Secretary to the Government of Bombay,
Political and Services Department.

4-Cs.
M.U.V.
26/7.

No. 10721/C.

Legal Department,
Bombay Castle, 7th May 1953.

Subject:-Post-Recruitment Training of the Secretariat Assistants.
Departmental Examination for Secretariat Assistants.

Memorandum.

The undersigned presents compliments to the Deputy Secretary to the Government of Bombay, Political and Services Department, and with reference to that Department Circular Memorandum No.4124/34, dated the 4th May 1953, on the above subject, is directed to state that Shri R.T. Deshpande and R.G. Ajgaonkar Junior Assistants from this Department will appear for the examination to be held in the month of June 1953.

Sd/- E.R.Bhamgara,

Assistant Secretary to Government,
Legal Department,

To

The Deputy Secretary to the Government of Bombay,
Political and Services Department.

4-Cs.
M.V.V
26/7.

Legal Department.
14628 / 16.6.53.

Submitted.

2. Government has granted the necessary exemption to Shri R.T.Deshpande, from appearing for the first post-recruitment examination. Shri Deshpande may be informed of the Govt.'s decision.

3. Memo. is put up for approval and signature.

Id./- G.B.B.
16-6-53.

Id/- K.G.V.
16-6-53.
As amended.

Id/- E.P.B.
16.6

No. 13218/C,

Legal Department,

Bombay Castle,(Bombay No.1),18th June 1953

MEMORANDUM.

With reference to his application dated the 6th June 1953, requesting exemption from appearing for the first post-recruitment examination, Shri R.T. Deshpande is informed that Government is pleased to sanction his request for exemption.

By order and in the name of the Governor of Bombay,

Sd/- E.B. Bhamgara,
Assistant Secretary to the Government of B'bay
Legal Department.

To

Shri R.T. Deshpande, B.Sc.(Hons.), LL.B.,
878, Sadashiv Peth,
Poona 2.

4-Cs.
M.V.V.
26/7.

Scheme for Post Recruitment Training of Assistants in the Secretariat.

Government of Bombay,
Political and Services Department,
Circular Memorandum No.EXM 1153-P.,
Bombay Castle, 12th July, 1953.

CIRCULAR MEMORANDUM.

Attention of the Departments of the Secretariat is invited to Government Circular, Political and Services Department, No. 4124/34, dated the 30th August 1950. The question regarding changes in the existing course and procedure of imparting instructions to the Assistant in the Secretariat was considered by Government recently and the Departments are informed that the training to Assistants will be arranged in batches if the number exceeds 40. The training of first batch will be suitably arranged in Summer and the other in Winter every year.

2. The minimum qualifying attendance for eligibility to appear for the examination will be 3/4th of the total number of lectures delivered.

3. To the present subjects taught a paper on General Administration will be added which will include the following topics.

(i) Organisation of administration of various departments of the Bombay Government.

(ii) Important policy and welfare measures in various departments (e.g. land policy, industrial policy, labour policy, grow more food policy and the policy of amelioration of Backward Classes);
(iii) Co-ordination and avoidance of delays;
(iv) Relations with the public, legislators and social workers;
(v) Community Projects, National Extension Service and Public Co-operation; and
(vi) Mjor Development Schemes of the State.

4. A corner in the Secretariat Library will be organised and necessary publications will be made available to the trainees. The Departments concerned should give adequate facilities to the trainees to spend sometime in the Secretariat library.

5. It is proposed to hold the next training course in November 1953. The Departments are requested to communicate the names of the Assistant who desire to join the classes, by 15th September 1953.

By order and in the name of the
Governor of Bombay,

Sd/- N.S.Pardasani,
Deputy Secretary to the Government of Bombay,
Political and Services Department.

4-Cs.
M.V.V.
26/7.

No. 19348/C.

Legal Department,

Bombay Castle, 23rd September 1953.

Subject:- Scheme for Post Recruitment Training of Assistants in the Secretariat.

Memorandum.

The undersigned presents compliments to the Deputy Secretary to the Government of Bombay, Political and Services Department and with reference to that Department Circular Memorandum No. EXM 1153-P, dated the 13th July 1953, on the above subject, is directed to state that the following members of this Department will be attending the next training course to be held in the month of November 1953:-

(1) Smt. S.Benjamin,
(2) Shri S,N. Mehta and
(3) Shri J.P. Vasavda.

By order and in the name of the Governor of Bombay,

Sd/- E.P.Bhamgara,

Assistant Secretary to Government,
Legal Department.

To,

The Deputy Secretary to the Government of Bombay,

Political and Services Department.

The following members may please see the memo and return the papers:- as above.

SVA. 23/7

23/7